

NETWORKING TIPS & BEST PRACTICES

1. Be Clear About Your Goal

Know what you want before reaching out:

- Information about a role
- Career advice
- Industry insights
- A referral
- A mentor
- A job introduction

People respond better when your purpose is clear.

2. Keep Messages Short & Respectful

Your outreach should take **20–30 seconds** to read.
Avoid long paragraphs—be direct, warm, and polite.

3. Personalise Every Message

Show you took time to learn about them:

- Mention their work
- Their career journey
- A shared interest or school
- Something they posted on LinkedIn

Personalisation = higher response rate.

4. Add Value Where You Can

You can offer:

- Relevant articles
- Support or collaboration
- Sharing their content

- Appreciation for their work

Networking is **not** just asking for help.

5. Follow Up (Once)

If they don't reply after 5–7 days:

Send a short, polite nudge.

Most people miss messages — they are *not* ignoring you.

6. Keep Records

Track:

- Who you contacted
- When
- What you discussed
- Follow-up actions

This builds long-term networking success.

7. Build Before You Need It

Engage regularly:

- Comment on posts
- Attend industry events
- Join groups
- Share insights

Be visible and consistent.

NETWORKING EMAIL & MESSAGE TEMPLATES

Below are short, effective templates for different situations.

1. Cold Outreach — Asking for a Career Chat (Informational Interview)

Subject: Quick Career Question?

Hi [Name],

I hope you're doing well. I've been following your work in **[industry/specialty]**, and I'm impressed by your experience, especially **[specific detail]**.

I'm currently exploring opportunities in **[your field]**, and I'd love to ask you 2–3 quick questions about your career path. Would you be open to a 10–15 minute chat sometime this week or next?

Thank you for considering it,

[Your Name]

2. Reaching Out to a Recruiter

Subject: Interested in Roles in [Field/Department]

Hi [Name],

I hope you're doing well. I'm a **[your job title]** with experience in **[skills/industry]**, and I'm exploring new roles in **[target job type]**.

I'd love to connect and learn if there are any opportunities that match my background. My key strengths include **[3 skills]**, and I've recently **[notable achievement]**.

Happy to send my CV if helpful.

Thanks in advance,

[Your Name]

3. Networking With Someone You Met at an Event

Subject: Great Meeting You at [Event]

Hi [Name],

It was great meeting you at **[event name]**. I really enjoyed our conversation about **[topic]**.

I'd love to stay in touch and continue learning from your experience in **[industry]**. Please let me know if you'd ever like to grab coffee or chat further.

Best regards,

[Your Name]

4. Asking for a Referral (Polite & Low Pressure)

Subject: Referral Request (If Comfortable)

Hi [Name],

I hope you're well. I noticed a role at **[Company]** for **[Job Title]** (Job ID: #####), which aligns closely with my experience in **[skills]**.

If you feel comfortable, would you be open to referring me? I'd really appreciate it, but no pressure at all. I've attached my CV for convenience.

Thank you for your support,
[Your Name]

5. Following Up When Someone Hasn't Replied

Subject: Quick Follow-Up

Hi [Name],

Just checking in in case my previous message got buried.
I'd still love to connect about **[topic]** if you have time.

Thanks again,
[Your Name]

6. Thank You After Networking Call

Subject: Thank You for Your Time

Hi [Name],

Thank you again for taking the time to speak with me today. I really appreciated your insights on **[topic]**, especially your points about **[specific detail]**.

Your advice was incredibly helpful, and I feel more confident about **[next step]**.
Please let me know if I can support you in any way as well.

Warm regards,
[Your Name]

7. Reconnecting After Months

Subject: Checking In

Hi [Name],

I hope you've been well. I wanted to reconnect and share a quick update — **[new job/achievement/course/project]**.

I'd love to hear how things are going with you and your work in **[industry/company]**.

Let me know if you're free for a quick call sometime.

Best,

[Your Name]

8. Asking Someone to Be a Mentor

Subject: Mentorship Request (Flexible)

Hi [Name],

I've really admired your work in **[industry]**, especially your accomplishments in **[specific project]**.

I'm currently working to grow in **[skill/area]**, and I would be grateful for occasional guidance from someone with your expertise.

If you're open to it, I'd love to discuss what a light, flexible mentorship could look like—perhaps a brief check-in every month or two.

Thank you for considering this,

[Your Name]

9. Networking With Former Colleagues

Subject: Let's Catch Up

Hi [Name],

I hope you're doing well! It's been a while since we worked together at **[company]**, and I'd love to catch up and hear how everything is going on your side.

Let me know if you're free for a coffee or quick call sometime.

Best wishes,

[Your Name]

 **BONUS: QUICK NETWORKING TIPS CHECKLIST**

- ✓ Personalise every message
- ✓ Keep it short and respectful
- ✓ Follow up once
- ✓ Add value (share articles, insights, resources)
- ✓ Stay active on LinkedIn
- ✓ Don't ask for a job immediately—build rapport
- ✓ Track your conversations
- ✓ Maintain long-term relationships